

Filing Instructions

Electronic reporting is encouraged when filing annual reports. Annual reports should be submitted via the Online Filing option on the State Auditor's website at: <http://www.sao.wa.gov/>

Acceptable Files: Any file format is acceptable except for Schedules 04 and 05.

Schedules 04 and 05: File should adhere to the prescribed record layout and should be either an Excel file or a fixed width flat file (Text). The two schedules may be combined into a single file. File naming convention: YYMCAG.xls (ex: 090123.xls)

Excel File: Column Headings may be included with Schedule. All columns must be formatted as text except the Amount column which is numeric.

Fund Number	Fund Name	Account Code	Account Description	Amount
001	General	3111000	Property Tax	xxxxx
001	General	3131000	Local Retail Sales and Use Tax	xxxxx
001	General	3698100	Cashier's Shortages	-xxxxx
001	General	5111030	Legislative - Supplies	xxxxx
001	General	5111040	Legislative - Services	xxxxx
401	Water	5348010	Water Operations - Salary	xxxxx
401	Water	5348020	Water Operations - Benefits	xxxxx

Text File: Column Width and Column Titles are for illustration purposes only and should not be included in the Schedule. Font style = Courier New; Font size = 12

Column Width	3	4	3	7	7	12	12	1
Column Titles	Header	MCAG	Fund	Blank	Account	Blank	Account Description	Neg .
	A02	0091	001		3172000		xxxxx	
	A02	0091	001		3173400		xxxxx	-
	A02	0091	001		5111010		xxxxx	
	A02	0091	001		5111020		xxxxx	